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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR MANUFACTURING PRECAST CONCRETE PRODUCTS CHECKLIST #0320**

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- Application (green) and proper filing fee to the Product Control Section, Miami-Dade County.
- Quality Control Program. As a minimum, the following items shall be included in the Quality Control Program:
  - a. Shop drawings of typical products,
  - b. Typical details of embeds and connections,
  - c. Material Specifications, e.g., concrete mix design, reinforcing steel, cast-in-anchors, grout, and certified material test reports,
  - d. Describe manufacturing procedures,
  - e. Indicate where products are produced,
  - f. Typical production and installation drawings,
  - g. If applicable, list certified welders in the operation (provide copy of each welder's certificate),
  - h. Describe product delivery, handling, and storage at job site,
  - i. Indicate if your company subcontracts the installation or erection of your product,
  - k. If so, provide information on proper handling and bracing at time of erection, and
  - j. Describe the plant's safety program and employee training in quality control.
- Each unit must be identified with the name of the manufacturer.
- Provide a sample of the identification, and describe where it will be located.
- Design engineering drawings, production and quality control reports must be kept as part of you records for not less than five (5) years. Provide a statement that this will be done.
- Provide a letter stating that the products meet all applicable sections of the latest Miami-Dade County Edition of the South Florida Building Code.
- Having shown compliance, Miami-Dade County Product Control Division will provide a final inspection prior to issuing a Certificate of Competency.
- Initial Inspection performed on \_\_\_\_\_, by \_\_\_\_\_